



FACILITY USE PERMIT

City of Monroe Recreation Department

120 East First Street, Monroe, MI 48161; Phone: 734-384-9156; FAX: 734-243-8683; TDD: 734-243-2338

Office Hours: Mon.-Fri., 8:00 a.m. – 4:30 p.m. Please call ahead; office may be closed for lunch.

E-mail: recreation@monroemi.gov; Website: www.monroemi.gov

OFFICE USE ONLY:

Date: _____ Initials: _____
Receipt No: _____ Resident ☐
Total Paid: _____

Purpose: _____ Number of People: _____

Date of Use: _____ Time (include setup & clean up): _____ am / pm to _____ am / pm

Person Applying: _____

Organization: _____

Home Address: _____

Org. Address: _____

City: _____ State: _____ Zip: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alt. Phone: _____

Phone: _____ Alt. Phone: _____

E-mail: _____

E-mail: _____

Park Shelters

Munson

- ☐ Large Shelter #1 (w/Restrooms)
- ☐ Large Shelter #2 (Gazebo)

St. Mary's

- ☐ Small Shelter
- ☐ Band Shell w/Shelter

Veteran's

- ☐ Small Shelter #1 (East)
- ☐ Small Shelter #2 (Flagpole)
- ☐ Small Shelter #3 (Fire Station)

☐ Hellenberg Shelter

☐ Soldiers & Sailors Shelter

☐ Boyd Shelter

☐ Martin Luther King Shelter

This application is for the use of facilities located within City Parks. Any extra amenities and/or other activities must be attached in writing to this application and may qualify as a Special Event. A separate Special Event Permit (available at the Building Department) may be required and may be subject to approval by City Council, with a detailed explanation of the event. Special uses of the parks or other public property (i.e. monument, boulevard, street, alley, parking lot, sidewalk, right-of-way, historical marker) must be made at least two (2) months prior to date of proposed event/activity to allow ample time for review by Staff and City Council.

- The City of Monroe reserves the right to refuse requests for permits or cancel permits at anytime.
- Please notify the Recreation Department if you no longer wish to use the reserved facilities. Facilities are rented rain or shine. Refunds will be given if the request is received at least 21 days before the reserved date, less 10%.
- All Park Rules and Regulations apply to this permit, and are enforced pursuant to § 492-1 of the Code of the City of Monroe
- If your organization is a non-profit, please attach a copy of your 501(c)(3)
- St. Mary's Park Band Shell: A refundable deposit is required for the key to the Band Shell. The key may be picked up the last business day before the event upon receipt of the refundable deposit and completion of the Key/Equipment/Resource Policy form. Upon return of the key, a request for the refund of the deposit will be made. Receiving your refund may take up to 4 weeks.

LIABILITY WAIVER AND RELEASE

I certify that I am at least 18 years of age and an authorized representative of the agency/group making application for use of park facilities. I accept full responsibility for the orderly conduct of person who attend the function and for any damage to park property. I, hereby assume all responsibility for, and risks and hazards of, participation in the rental activity planned by my group. In consideration of the City of Monroe providing permission to use the facility requested, I and all members of my rental group, do hereby release the City of Monroe, including all officials, officers, sponsors, organizers, supervisors, volunteers, participants, and all other agents, of any and all claims, demands, rights, and causes of action of whatever kind and nature, arising from and by reason of, and all known and unknown, foreseen, and unforeseen, bodily and personal injuries, damage to property, and the consequences thereof, resulting from participation in the rental activity planned on City of Monroe facilities. I have read and agree to the terms set forth in this agreement.

Signature _____

Date _____

Recreation Department Approval _____

Signature

Date

Park Rules Given ☐